



## **JUVENILE JUSTICE DIVISION**

### **Title II Formula Grants Program**

#### **Appendix A:**

- **Program Description & Guidelines (pp. 2 –3)**
- **Application Instructions (pp. 4 – 10)**

# **Indiana Criminal Justice Institute**

## **TITLE II FORMULA GRANTS PROGRAM**

### **APPENDIX A: PROGRAM DESCRIPTION & GUIDELINES**

#### **AVAILABILITY OF FUNDS & PROGRAM AREAS**

For each Fiscal Year, the Indiana Criminal Justice Institute is awarded Title II Formula grant funds from the Department of Justice's Office of Juvenile Justice and Delinquency Prevention (OJJDP). The Indiana Juvenile Justice State Advisory Group (JJSAG), an advisory body recognized by Congress to establish priorities for OJJDP funds, will recommend the Indiana Criminal Justice Institute Board of Trustees support for Indiana programs in the following OJJDP Program Areas. This list includes the Program Area Number, Title, Definition, and Average Amount of Funds Available Statewide in that Program Area per Federal Fiscal Year.

#### **FORMULA GRANT FUNDS PROGRAM AREAS**

- 03 Compliance Monitoring.** Programs, research, staff support, or other activities designed primarily to enhance or maintain the State's ability to adequately monitor jails, detention facilities, and other facilities, to assure compliance with the Juvenile Justice and Delinquency Prevention Act (JJDP) of 2002. **(\$188,240)**
- 04 Delinquency Prevention.** Programs, research, or other initiatives designed to reduce the incidence of delinquent acts and directed to the general youth population thought to be "at-risk" of becoming delinquent. This category includes what is commonly referred to as "primary prevention", but excludes programs targeted at youth already adjudicated delinquent, and those programs designed specifically to prevent substance abuse activities that are to be funded under program area 15. **(\$250,985)**
- 05 Minority Overrepresentation.** Programs, research or other initiatives designed primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a) (22) of the JJDP Act of 2002. **(\$125,490)**
- 06 Gender-Relevant Programming.** Programs, services or other initiatives designed to address the unique needs of the gender of the individual to who such services are being provided. **(\$75,295)**
- 07 Graduated Sanctions.** Funding to support the development and implementation of system of sanctions (at the local or state level) that escalates in intensity with each subsequent, more serious delinquent offense. **(\$125,490)**
- 08 Juvenile Justice Systems Improvement.** Programs, research, and other initiatives designed to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g. examining problems affecting decisions from arrest to disposition, detention to corrections, etc.). **(\$87,845)**

## **TITLE II FORMULA GRANTS PROGRAM**

### **APPENDIX A: PROGRAM DESCRIPTION & GUIDELINES**

- 09 Mental Health Services.** Programs, research and other initiatives designed to promote and support the development of comprehensive and coordinated mental health services for at-risk and delinquent youth. Services include, but are not limited to, the development and/or enhancement of diagnostic, treatment, and prevention instruments; psychological and psychiatric evaluations; counseling services; and/or family support services. (**\$ 250,985**)

## TITLE II FORMULA GRANTS PROGRAM

### APPENDIX A: PROGRAM DESCRIPTION & GUIDELINES

#### APPLICATION REQUIREMENTS

There are several steps involved in initially requesting and obtaining Title II Formula Grant funds through the Youth Division of the Indiana Criminal Justice Institute (ICJI).

1. **Compliance Review.** Evaluation by the Youth Division Director to determine if the County that the Legal Applicant is located is in federal compliance with the JJDP Act Core Requirements regarding the detention of juveniles. At this time questions may be posed or suggestions made for revisions before submission to the SAG.
2. **Grant Application.** Grant Applications are accepted with a postmark date of July 25, 2008. **THE FUNDING CYCLE FOR ALL TITLE II FORMULA GRANTS IS OCTOBER 1<sup>ST</sup> – SEPTEMBER 30<sup>TH</sup>.**
3. **ICJI Review.** Evaluation by the Youth Division Director and ICJI Staff. Recommendations for compatibility with Indiana's current Three-Year Plan, strength of the application itself, realistic goals, measurable objectives, definitive plans for continuation funding, compliance with the JJDP Act, and a reasonable budget. If applicable, the ICJI review will also include a review of previous years grant to determine compliance with the terms and conditions of the previous years grant and the required financial and performance measure reporting.
4. **JJSAG Review.** Evaluation by the Juvenile Justice State Advisory Group (JJSAG) for compatibility with Indiana's current Three-Year Plan, strength of the application itself, realistic goals, measurable objectives, definitive plans for continuation funding, compliance with the JJDP Act, and a reasonable budget.

Evaluation by the Juvenile Justice State Advisory Group is based on the following elements of the Grant Application:

- |                                       |   |
|---------------------------------------|---|
| 1. Applicant Information Cover Page   | 7. Addressing Minority Overrepresentation |
| 2. Project Abstract                   | 8. Gender Specific Programming            |
| 3. Problem Identification Statement   | 9. Evaluation                             |
| 4. Project Description                | 10. Budget Detail                         |
| 5. Project Goal/Objectives/Activities | 11. Certified Signatures                  |
| 6. Funding Sources/Sustainability     |   |

Recommendations are made by the JJSAG for approval or denial of funding to the Youth Division of the ICJI Board of Trustees.

5. **Board of Trustees Review.** Evaluation of the recommendation received by the Juvenile Justice State Advisory Group (JJSAG) on the basis of the elements of the Grant Application. Final funding decisions are made at this time. **Written grant award notification will be made to all applicants.**

## TITLE II FORMULA GRANTS PROGRAM

### APPENDIX A: PROGRAM DESCRIPTION & GUIDELINES

#### ELIGIBILITY REQUIREMENTS

**Legal Applicant & Financial Officer.** The **Legal Applicant** for the grant must be a **public entity** – state agency, unit of local government (city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state), or a public university. For example, a county department or city office could serve as the Legal Applicant for the Implementing Agency. The **Financial Officer** for the grant must be the office or department legally responsible for the Legal Applicant’s financial records, **i.e. City Clerk-Treasurer, County Auditor, School Corporation Treasurer, University Controller.**

**Award Period.** All grant funds are considered “**seed money**” and should not be utilized as the sole source of indefinite income for any program or project. Awards will generally be granted for one year on an October 1<sup>st</sup> – September 30<sup>th</sup> funding cycle. Each year thereafter, programs may apply for continuation funding on a competitive basis dependant upon compliance with grant management guidelines in the previous year.

**Financial & Audit Requirements.** In general, grant recipients can follow their organization’s accounting guidelines, unless they are less stringent than federal standards. See the “General Grant Conditions and Assurances” section of the application for more information. In compliance with the Single Audit Act of 1984, P.L. 98-502, grant recipients must provide the Indiana Criminal Justice Institute with copies of their Indiana State Board of Accounts annual reports.

**Reporting Requirements.** Grant recipients are required to submit quarterly narrative and financial reports. The narrative describes progress toward reaching stated goals and objectives. **Grant funds will not be released to grant recipients delinquent or negligent in their reporting requirements.**

**Compliance with JJDP Act.** In order to apply, the County in which the legal applicant is located must be in compliance with the core requirements of the JJDP Act regarding the detention of juveniles. Questions regarding compliance status should be directed to the Youth Division of ICJI at 317/233-3340.

**General Grant Conditions and Assurances.** The applicant must comply with the financial requirements described above as well as other federal and state requirements. See the “General Grant Conditions and Assurances” portion of the application form.

## TITLE II FORMULA GRANTS PROGRAM

### APPENDIX A: APPLICATION INSTRUCTIONS

The electronic version of the application is in a Microsoft Word template format. Each time you open the form it will appear as new document that allows you to type directly into the form fields (gray boxes) without changing the overall formatting of the document. Once you begin typing into the document you will need to use the “Save As” function in Microsoft Word to assign a filename to the document. It is recommended that you save the document in way that designates both the year and the jurisdiction (**e.g. 2007 Title II Application – Any County. PLEASE NOTE that the Certifications & Acceptance page of the application (page 16) must be sent with the original signatures.** Applications may also be printed and sent with original signatures to the address noted above and *postmarked by July 25, 2008*

- Please read all instructions before completing the application and contact the Institute if you have questions. Failing to follow instructions or submitting an incomplete application will delay the processing of your grant application.
- Please do not use forms or verbatim material from a previous year’s grant application for your new application, and do not include copies of the instructions or program guidance pages with your completed application.
- Specific instructions for completing the application are provided below.

## **TITLE II FORMULA GRANTS PROGRAM**

### **APPENDIX A: APPLICATION INSTRUCTIONS**

- 1 Check “Continuation Project” if the proposed project is currently being funded by the Institute under this grant program to which you are now applying. Applicants applying for a continuation should list all previous grant numbers for the project. Check “New Project” if the proposed project is currently not being funded by the Institute under the grant program to which you are applying. If the project has been funded under a different grant program from the Institute, please list previous grant numbers.
- 2 Enter the designated title of the project for which funds are being requested.
- 3 The Legal Applicant must be a public entity (town, city, township, county, other general purpose political subdivision of the state, state agency). For example, a county prosecutor’s office could be the legal applicant on behalf of a private, not-for-profit youth serving agency.
- 4 Enter the name and contact information for the Financial Officer of the office that is legally responsible for the Legal Applicant’s financial records (e.g. the County Auditor, City Controller, City Clerk-Treasurer, Town Treasurer).
- 5 Enter the Legal Applicant’s Federal Employer Identification Number.
- 6 Indicate whether the Legal Applicant is a state, county, city or town agency/organization.
- 7 Enter the U.S. Congressional District and State Judicial District in which the Legal Applicant is located.
- 8 The Implementing Agency is the unit, department, division, organization, or agency responsible for maintaining general oversight of the project’s implementation and grant administration, including submission of all reports required by the Institute.
- 9 The Project Director is the individual charged by the Implementing Agency with direct responsibility for the day-to-day management of the project and grant administration.
- 10 Enter the name and contact information for the person who will serve as the principal contact for grant administration and the person responsible for submitting the financial reports and claim vouchers.
- 11 Enter amount of federal funding being requested for this project.
- 12 A. Enter the approximate number of volunteers that will be used for the project.  
B. Enter the approximate number of juveniles who are expected to receive direct services from this project. A direct service is a service that is provided directly to a child (e.g., providing substance abuse counseling to status offenders).

## TITLE II FORMULA GRANTS PROGRAM

### APPENDIX A: APPLICATION INSTRUCTIONS

- A A **Project Abstract** provides a short summary of the proposed project to be funded. A good grant abstract is not a discussion of the problem, but should instead provide reviewers with an overview of the proposed project in one or two paragraphs.
- B A **Problem Identification Statement** succinctly states the problem in your community you intend to address through the proposed project. Community is defined as a neighborhood, city, county, group of counties, or the State as a whole. Data and information illustrating the problem should be included as part of your Problem Identification Statement.
- C A **Project Description** briefly describes the project that is being proposed and how it addresses the problem you identified in your Problem Identification Statement. A good project description will:
- (a) Provide a description of available resources and identify (name) the evidence-based approaches the applicant will be utilizing.
  - (b) List the people who will benefit from the project (be as specific as possible, including both direct and indirect beneficiaries), and
  - (c) Indicate the timeline for determining successful outcomes for this project. If the proposed project is a continuation project, please also provide a brief summary of the achievements of the project up to this point.
- D. Title II Formula grant funds are distributed among **7 Program Purpose Areas**. Under Section D applicants may select no more than 2 purpose areas. The purpose area that most appropriately matches the project for which funds should be identified as the primary purpose area. If a secondary purpose area is selected, it must be identified as such.

#### E **Goal/Objectives/Performance Measurement.**

A **Project Goal** is a concise statement indicating what the project is expected to achieve (i.e., its desired outcome). Some examples include:

- Reduce truancy for children in at-risk families in Hoosier County
- Increase parental involvement in the education of Hoosier County children
- Expand the scope of educational services provided to incarcerated juvenile delinquents

**Project Objectives** specify *measurable* outcomes related to the goal, including the expected level or amount of change and the date by which the change is expected to occur. For example, objectives for the goal “Reduce truancy for children in at-risk families in Hoosier County” might include:

Objective 1: By the end of the grant period, reduce the number of truancy referrals from children in at-risk families by at least 25%.

Objective 2: By the end of the grant period, complete parent participation agreements on 100% of truancy referrals filed with the juvenile court.

**Performance Measurement** is concerned with collecting information to determine whether the program is achieving its objectives and aimed at program improvement through modification of program operation or design based on the data collected and analyzed. Below are brief descriptions of the different measures with examples.

**Output Indicators** demonstrate the implementation of program activities and include products of activities and indications of services provided.



Output: The number of youth served by the truancy reduction program.

**Short-Term Outcome Indicators** also called initial outcomes measure the immediate results of the program.

Short-Term Indicator: The number of youth to successfully complete the program.

## TITLE II FORMULA GRANTS PROGRAM

### APPENDIX A: APPLICATION INSTRUCTIONS

**Intermediate-Term Outcome Indicators** are results that occur immediately following the full implementation of the program and are measurable within the grant period rather than long-term impacts that may take years to measure.

Intermediate-Term Indicator: Average length of time from program completion to new suspension/expulsion.

**Long-Term Outcome Indicators** are the ultimate goals or outcomes, the meaningful changes expected in behavior, condition, or the overall problem that led to the creation of the program.

Long-Term Indicator: The number of in-school and out-of-school suspensions for truancy before program implementation as compared to after.

The specific indicators for each purpose area are included in the **Performance Measures Section** below.

- F Indicate whether there are **other funding sources** to support the project, including the percentage level and the specific funding sources.
- G A **sustainability plan** should detail how CJI funding will be utilized to leverage other funding sources and how the project will be supported once CJI funding is discontinued.
- H **Minority Overrepresentation.** As required by the Juvenile Justice and Delinquency Prevention Act (JJDA) of 2002, discuss, if applicable (if you have more than 1% minority population in your county), how the initiative will help the State address any overrepresentation of minority youth in the juvenile justice system. Include a discussion of efforts to specifically address the needs of minority youth and families in the community.
- I **Gender Relevant Programming.** As required by the JJDA of 2002 include a discussion of how the proposed project would address the need for gender relevant programming, particularly targeting female youth, to promote the prevention of and intervention in juvenile delinquency. If not applicable, please provide a specific explanation.
- J **Collaboration.** Please indicate, by placing an “x” in the box next to all the types of agencies/organizations that you will collaborate or coordinate services directly with on the proposed project. Include the specific name of the organization in the space provided. It is also recommended that you provide letters of support or memorandums of understanding with the application to support the existence of these collaborations.
- K **Evaluation Entity.** Please indicate, by placing an “x” in the box next to each option that applies to who will be evaluating the effectiveness of the program.
- L An **evaluation plan** provides reviewers with a brief description of how the effectiveness of the project will be evaluated and the specific plan for implementing and utilizing the evaluation results.

\*Budget Worksheet instructions are included within the Title II application itself (pages 11-12).

\* Certified Assurances and Special Provisions are provided on pages 13-15. Applicants should carefully read all certified assurances and special conditions before signing the Certifications & Acceptance page (16) and should include a copy of the Certified Assurances and Special Provisions with the Certifications & Acceptance page with original signatures (Certifications & Acceptance pages cannot be submitted electronically.)

\* Direct all questions to the Youth Division Director at 317/233-3340.

## **TITLE II FORMULA GRANTS PROGRAM**

### **APPENDIX A: PERFORMANCE MEASUREMENT DESCRIPTION**

Below applicants will find the specific performance measures for each Title II Formula Grants purpose area currently funded by the Youth Division of ICJI. For each purpose area chosen (applicants are encouraged to choose only one purpose area) the following are the reporting requirements to guide your choice of performance indicators to be included in the application (page 5):

- The measures are divided into output measures and outcome measures and clearly denoted at the top of each sheet by Purpose Area.
- You must choose the **Bold Output and Outcome measures**. (Please note that you may report on more outputs, but the **Bold measurements are mandatory**.)